

APPENDIX 5.3.3-1

PRESENT/PAST PERFORMANCE QUESTIONNAIRE

FOR

MAIL DISTRIBUTION SERVICES CONTRACT
(MDSC)

KENNEDY SPACE CENTER

PAST PERFORMANCE QUESTIONNAIRE**I. CONTRACT IDENTIFICATION**

1. Customer (Agency/Company Name and Mailing Address):

2. Contract Number: _____

3. Contract Type: _____

4. Product/Service Description: Please check the appropriate box (es). “Significant (S)” experience means that a full range of services under the work element were provided by the contractor. “Moderate (M)” experience means that some of the services indicated under the work element were routinely provided by the contractor or that all services were provided but not on a continuous basis. “Minimal (Min)” experience means that, although some aspects of the work element were performed, such work was of limited scope or frequency. “Not Applicable (N/A)” means that the work element was not performed under your contract.

Mail distribution services to multiple locations	<input type="checkbox"/> S	<input type="checkbox"/> M	<input type="checkbox"/> Min	<input type="checkbox"/> N/A
Operation of a USPS Branch Office	<input type="checkbox"/> S	<input type="checkbox"/> M	<input type="checkbox"/> Min	<input type="checkbox"/> N/A
Operation and maintenance of mail meter systems	<input type="checkbox"/> S	<input type="checkbox"/> M	<input type="checkbox"/> Min	<input type="checkbox"/> N/A
Operation and maintenance of a mail vehicle fleet	<input type="checkbox"/> S	<input type="checkbox"/> M	<input type="checkbox"/> Min	<input type="checkbox"/> N/A
Management of personnel under a collective bargaining agreement	<input type="checkbox"/> S	<input type="checkbox"/> M	<input type="checkbox"/> Min	<input type="checkbox"/> N/A

5. Please rate the Contractor as described below in the following categories. Please include a short narrative as to why you chose the adjective you did, especially for those answers that are other than ‘Meets’.

Exceeds (E): Exceeds the established performance requirements to an exceptional degree.

Performance is exemplary and accomplished in a timely, efficient, and economical manner. Very minor (if any) deficiencies have no adverse effect on overall performance.

Meets (M): Meets the established performance requirements. Performance is effective and most requirements are met in a timely, efficient, and economical manner. Reportable deficiencies have little identifiable effect on overall performance.

Fails to Meet (F): Fails to meet the established performance requirement. Remedial action is required in one or more areas. Reportable deficiencies in one or more areas adversely affect overall performance.

N/A: Not applicable or rater has not observed performance in this area.

Ability to identify and resolve problems in a timely manner	<input type="checkbox"/> E	<input type="checkbox"/> M	<input type="checkbox"/> F	<input type="checkbox"/> N/A
Ability to work effectively with customer and other contractors	<input type="checkbox"/> E	<input type="checkbox"/> M	<input type="checkbox"/> F	<input type="checkbox"/> N/A
Timeliness of performance	<input type="checkbox"/> E	<input type="checkbox"/> M	<input type="checkbox"/> F	<input type="checkbox"/> N/A

Ability to manage workforce

☐ E☐ M☐ F☐ N/A

Responsiveness to contracting officer's requests for information

☐ E☐ M☐ F☐ N/A

6. Provide a brief narrative of the relevant work performed.

7. Period of Performance (basic and any options): _____

8. Contract value: _____

9. Contract POC Information:

a) Name of Contracting Officer/Contract Manager: _____

b) Position Title: _____

c) Telephone Number: _____

d) Facsimile Number: _____

e) E-Mail Address: _____

II. SEND THE COMPLETED QUESTIONNAIRE TO:

NASA, John F. Kennedy Space Center

Attn: Lourdes Brown

Mail Code: OP-OS

Kennedy Space Center, Florida 32899

Phone: (321) 867-0920

Fax: (321) 867-1188

E-mail: lourdes.brown-1@nasa.gov